

How to schedule an Inspection:

Scheduling a building inspection is accomplished through using the automated phone answering system. The on-site commercial and residential inspectors work from their City of Flagstaff vehicles and do not have specific offices or phone numbers for citizen access.

The inspection scheduling information sheet is provided to the permit applicant at the time the permit is issued. The Project Inspection Section attempts to schedule all inspections within 24 hours of the request (Staff currently has a 98% success rate for this service). **To schedule an inspection, the applicant must have a valid building permit.**

The instructions are as follows: For the next day inspection, the applicant must call before **3:00 pm the day before**. Dial (928) 779-7631 and listen to the recording:

For residential building permits, press #1 from a touch-tone phone.

- Rick Stanionis, press #1
- Val Williams, press #2
- Ben Butler, press #3
- Ray Theriault, press #4
- Dave Clark, press #5

For commercial building permits, press #2, then:

- Jim Cooper, press #1
- Bill Hastings, press #2
- Bob Sorenson, press #3
- Mike Street, press #4

To check on an inspection time (since the schedules are built by the individual inspector during the evening, Staff can not provide the estimated time of arrival until the following morning), call 779-7631 and the extension 7243 (Kari Hubatch) or 7216 (Soraya Renner) during normal business hours.

Re-inspections are charged if the job is not ready after a second warning. The fee is currently \$94 (two hours of time); final reinspections will be \$188 (three-four hours). Emergency or after hours inspections will be accomplished by call the City of Flagstaff police department's non-emergency line (774-1414 or 679-4123); there is an inspector on a cell phone call out. Sewer repairs and replacements are not considered emergency inspections. Only gas line (during winter months or when there are small children in the house hold) and water line repairs. Special events inspections for generators (Parks and Recreation) may be scheduled this way, but must be paid for prior.